



## Resident Handbook

323 Central Ave N. Ste # 201

Valley City, ND 58072

(Cleverly hidden above Central Avenue Health Mart Pharmacy)

# 701-845-6876

**Option #1** ~ Office (General Inquiries, Account information)

**Option #2** ~ Maintenance/After-Hours Emergencies

## www.vcrentals.net

Welcome to your new home!

Please contact the following utility providers to transfer utilities into your name prior to checkin:

- Valley City Public Works** Electricity, water, sewer, garbage
- Montana Dakota Utilities** Natural gas

Dear Resident,

Thank you for making your home with Summit Properties, LLC. This handbook, along with your lease agreement, will answer many of your questions about your rental unit. If you should have any other questions, feel free to contact us. We look forward to having you as a Resident and always welcome your feedback while living in a Summit Properties, LLC property.



The Summit Properties, LLC Team

### RENT POLICY

1. **Rent is due on or before the 1st of each month** and can be paid by check or money order through the mail or at the office of Summit Properties, LLC, 323 Central Ave N, Ste #201, Valley City, ND 58072, dropping it off in the office drop box, dropping it in the rent collection box in your building (where applicable), or paying online by logging in to your own personal account at vcrentals.net or buffalocityrentals.com. CASH WILL NOT BE ACCEPTED. *Credit and debit cards are accepted online .*
2. **IF YOUR RENT IS NOT RECEIVED BY THE 5TH OF THE MONTH, IT IS CONSIDERED LATE.** A late fee will be charged to your account in the amount of 10% of the total balance owed on the sixth of the month, not to exceed \$75 each month.
3. *Any Resident who has not paid rent by the 5th of the month may be subject to small claims court and/or eviction proceedings.* You will be responsible for paying all legal, service and/or termination fees associated with any legal action Summit Properties, LLC initiates against you.

4. Rent or any additional fees/charges must be paid with a personal check or money order, or paid online at [vcrentals.net](http://vcrentals.net) or [buffalocityrentals.com](http://buffalocityrentals.com). All checks must be payable to SUMMIT PROPERTIES, LLC. CASH WILL NOT BE ACCEPTED.
5. **All NSF checks and reversed online payments will be charged a \$25 fee.**
6. Management reserves the right to apply monies received in the following order: 1) security deposit; 2) late fees; 3) NSF fees; 4) repair expenses; 5) attorney fees; and 6) rent.
7. Security deposits will be held and processed by Summit Properties, LLC in accordance with state law.
8. The security deposit will not be applied toward any rent amount due to Summit Properties, LLC.
9. Once you have vacated the unit, a checkout will be scheduled and a checkout inventory report will be prepared for your signature. **A charge of \$25 per key will be added for all keys not returned at checkout.** All assessed damages will be calculated and deducted from your security deposit. You will receive either a bill for charges incurred or a refund of your security deposit in accordance with state law. Note: *As of July 1, 2017, pet deposits will be non-refundable.*

## MANAGEMENT'S RESPONSIBILITIES

1. Management will not discriminate against any Resident in the provision of services, or in any other manner, on the grounds of race, color, creed, religion, gender, national origin, handicap, or familiar status, age, marital status, or status with respect to public assistance.
2. Management will provide utilities as specified in the lease.
3. Management will provide maintenance and services as follows:
  - A. Maintain the unit, appliances and equipment supplied by the landlord.
  - B. Respond in a reasonable time to all work order requests pertaining to the Resident's need for repairs.

C. Keep the stairwells, hallways, and laundry facilities clean and in good repair *where applicable*.

D. Maintain the yard, lawn, shrubs, and playground, picnic and parking areas *where applicable*.

E. Snow removal from building entrances, doorways, steps, sidewalks and parking areas within a reasonable time and manner based on severity of weather *where applicable*.

4. Management will provide extermination as needed, *with the exception of bedbugs or in cases where tenant negligence is found to be the cause of rodent or insect infestation*.
5. Management reserves the sole right to temporarily discontinue services at such time as may be necessary by reason of an emergency, accident, repairs, alternation, or improvements.

## RESIDENT'S RESPONSIBILITIES AND GUIDELINES

*The lease you have signed gives you certain rights and responsibilities.*

1. Resident is entitled to peaceful enjoyment of the rented unit.
2. The number of people occupying one unit will not be increased without prior notification of the management of Summit Properties, LLC and must abide by all city ordinances. Roommate changes must be reported to management. All Residents leaving or wanting to be added to the lease agreement are required to be present at the same time to make changes to the occupancy on a lease, or written permission must be received from all involved parties. Potential residents must go through the application process. Allowing others to live in your rental unit without notifying management is a lease violation and may lead to eviction.
3. Subletting is prohibited. **NO ADULT CAN LIVE IN YOUR UNIT UNLESS THEY ARE ON THE LEASE AGREEMENT.** Violating this policy may lead to eviction.
4. **RENTER'S INSURANCE and LIABILITY COVERAGE are strongly suggested** to be carried by the Resident(s) for his/her own coverage of personal contents and liability coverage in the event an

accident with a visitor, family member, or employed contractor occurs in the unit.

5. The management is entitled to receive the rent, as agreed upon, by the 1st of the month. **If rent is not received by the 5th of the month, a late fee of 10% of the balance owed, not to exceed \$75, will be charged to your account immediately on the 6th of the month. NOT PAYING YOUR RENT IN A TIMELY MANNER IS CONSIDERED A LEASE VIOLATION.**
6. A late rent payment arrangement is required to be confirmed, in advance of the 1st of the month, with Summit Properties, LLC.
7. Residency may be terminated only as described in the lease agreement. **NOTICE TO VACATE IS REQUIRED IN WRITING 60 DAYS IN ADVANCE, and is due by the first day of the month prior to your moveout date.** A form may be obtained from the office of Summit Properties, LLC, or downloaded from the tenant's personal rental account or [www.vcrentals.net](http://www.vcrentals.net).
8. Resident is responsible to notify management of needed repairs in the unit, garage (if applicable), and/or buildings/grounds. Resident is expected to take care of the minor maintenance in rented unit, including light bulbs. Any damage caused by Resident, Resident's visitors, or employed contractors will be paid by the Resident. Please notify Summit Properties, LLC of any repairs needed and/or complete the proper work order request.
9. If a work order for maintenance has been requested, Summit Properties, LLC will assume that designated personnel may enter a Resident's apartment/home in a reasonable manner without further notice to the Resident, unless 1) the Resident notifies management at the time the work order is placed of an objection to the above assumption; and 2) schedules a time that is convenient to both management and the Resident for the maintenance to be conducted. If a time is scheduled, management may enter the apartment/home at an agreed upon time without further notice.
10. Summit Properties, LLC will not enter any dwelling without prior notification, unless 1) it is an emergency or 2) the dwelling is reasonably believed to be abandoned, or 3) management reasonably believes the Resident is in substantial violation of the

lease agreement. Emergencies shall include any suspected activity in the dwelling which may endanger property, or the health or safety of other Residents.

11. **Resident is required to keep rented unit clean, sanitary, and in such condition as to prevent any health or sanitation problems or health and safety risks of all other Residents in the building or on the property.** Not doing so is considered a lease violation and may result in eviction.
12. **Bedbugs: Residents shall immediately report any sign of bedbugs to the landlord or property manager.** A professional exterminator must be hired, **at the Resident's expense**, to eradicate bedbugs. Resident is required to cooperate with all pest-control efforts.
13. **All Residents and their guests are required to conduct themselves in a respectable, responsible manner as not to interfere with the rights of others in, on or near the property.** TVs, stereos, musical instruments or any other auditory appliances/games will be operated at a volume level that is not disturbing or annoying to other Residents. This applies to the rented unit, garage, and outdoor areas. **Intoxication and open containers within the commons areas of any apartment building owned by Summit Properties, LLC is strictly prohibited.** Other Residents have the right to contact the local police to report disturbances or harassment by neighbors. **ANY harassment or discriminatory behavior towards other Residents, or towards the staff or management of Summit Properties, LLC may result in legal action, fines, and/or eviction.**
14. **Resident is responsible for the conduct of his/her visitors, including family members and employed contractors.**
15. **Any criminal activity, including usage and/or possession of illegal drugs, by Residents and their guests may result in immediate eviction.**

16. **SMOKING OF ANY KIND IS STRICTLY PROHIBITED** in all properties owned by Summit Properties, LLC, Please extinguish cigarettes before disposing of them. Do not throw cigarettes on the grass/lawn, sidewalks, parking areas, or any other commons areas. **Smoking, or not disposing of your cigarettes in a proper manner is a lease violation and may lead to eviction.**
17. Lost Keys: Contact office management if a key is lost or stolen. *A replacement fee of \$25 per key will be charged.*
18. Locked out of Unit: Contact the maintenance department to open your locked unit. *A lockout fee of \$25 will be charged.*
19. Entries, sidewalks, driveways, stairways, and hallways of apartment buildings must not be obstructed at any time or used for storage. Please also refrain from using the entries, stairways, and hallways of all apartment buildings as a play area.
20. Neither rugs nor doormats are allowed in the hallways or in front of apartment doors in apartment buildings. SHOES, TOYS, BIKES, TRASH AND ETC. ARE NOT ALLOWED IN HALLWAYS.
21. Balcony/Patio: Resident must maintain balconies/patios in a clean and neat manner. Clothing, rugs, mops, bicycles, trash, toys, and any other articles shall not be visible from the balconies/patios. Furniture that is designated for outdoor use and potted plants are the only allowable items to be left on the balcony or patio. **Charcoal and wood burning grills are strictly prohibited.** Electric or gas grills used on the patio or balcony are required to have fire retardant material under them and stored three feet away from the building. The Resident will pay any damage to the balcony, patio, and railing/fencing caused by the violation of the above.
22. **Space heaters are not allowed to be used in any property owned by Summit Properties, LLC.**
23. Resident is responsible to clear snow, ice, leaves and/or any debris from the balcony/patio and within one foot in front of your assigned garage door *where applicable*. Townhome Residents are responsible to shovel their walk from their doors to the driveway. House Residents are responsible for their own snow removal.

*Residents will be charged a fee if Summit Properties, LLC is contacted to open your garage door due to the Resident's negligence of not keeping the door clear of snow, ice, or any debris.*

24. Residents in single-family homes and duplex units in which each unit has its own furnace are required to provide and change their furnace filters as needed.
25. **Pets: Pets are only allowed in pet-approved buildings with management's permission. If the Resident wishes to have a pet in a pet-approved building, the Resident agrees to first obtain Summit Properties, LLC's permission, to follow all pet rules and regulations, and to pay a \$200 non-refundable pet fee per pet in full before the pet can enter the unit. Pets are required to be leashed at all times while outdoors., and must be vaccinated per city ordinance. Tenants are required to clean up their pet's waste immediately and are responsible for their pet's behavior and any damages caused by the pet. Violators of these rules will be charged a fee and may be evicted. Note: Pet fees are non-refundable and non-transferable.**
26. Pet-sitting is not allowed.
27. Cable & Satellite Television and Telephone Service: Cable or satellite television and telephone service, installation and disconnection are Resident's responsibility. **As of July 1, 2017, satellite dishes ARE NOT ALLOWED to be installed on any building owned by Summit Properties, LLC.** Unauthorized satellite dishes and cable will be removed and all damages repaired at the Resident's expense.
28. **DO NOT PARK ON LAWNS OR SIDEWALKS.** Please park in designated parking areas. Residents may be assigned parking spaces. Apartment parking areas may not be used for storage of trailers, boats, snowmobiles, ATVs, semi truck or large trucks (larger than a pickup truck), auto repairing or car washing. Resident must obtain Summit Properties, LLC's written permission to park, on a temporary basis, a camper or RV. Management is not responsible for Resident or visitor vehicles/trailers or its contents. **Vehicles that are not in driving condition and/or with current registration and insurance are not allowed to be parked in any parking area owned by Summit Properties, LLC or Bridge City**

**Properties, LLC.** Management reserves the sole right, free of liability, to tow such vehicle(s) at the owner's expense. Any of the above-mentioned can and will be towed within 24 hours following a Notice to Tow being placed on the vehicle.

29. Do not leave extension cords on the sidewalks or in parking areas. Summit Properties, LLC is not responsible to replace any extension cords damaged by snow removal or maintenance activities. Household extension cords are not appropriate to use for vehicles. Resident will be held liable for any fires or accidents that start from extension cords.
30. Furniture that is heavy and recommended to have additional support, such as a waterbed, filing cabinets, exercise equipment/weights, etc. shall be reported to Summit Properties, LLC. Resident must obtain Summit Properties, LLC's written permission for such items.
31. Resident cannot make any alterations, additions, or deletions, **including paint**, in or about the rental unit/garage without first obtaining permission from management. If unauthorized alterations are made, Residents will be responsible to repair and restore rental property to its original condition, and will also be responsible for any and all costs incurred.
32. Locks: Resident cannot make any alterations, additions, or deletions to any lock within the unit, garage, or on the property without receiving permission from Summit Properties, LLC. Removing or changing a lock without permission is a lease violation and will result in a a minimum fee of \$100 per lock.
33. Pursuant to the State Law relating to the duties of Landlords and Residents regarding smoke detectors, it is the responsibility of the Landlord to ensure the proper operation of the smoke detector(s) upon the occupancy of each new Resident, to periodically inspect smoke detector(s) and to document said inspections. **It is the responsibility of the Resident to test the smoke detector(s) monthly, change batteries when necessary and to maintain the smoke detector(s) by keeping the detector clear of any dust and dirt.** Resident shall notify the Landlord when the smoke detector(s) is not working property. **There will be a \$100 fee per item assessed against Residents who remove or dismantle smoke**

**detector(s) and/or smoke alarm(s).**

34. Christmas trees (natural) will only be allowed as per city ordinance. Resident is responsible to remove the tree before the needles dry out and/or drop off. Removal of the tree must follow the regulations of the city and be disposed of at city-designated sites. Wrap the tree in plastic to enclose the needles. The Resident must immediately clean up any needles that fall off. **DO NOT PLACE TREES IN THE PARKING AREAS, GARAGES, HALLWAYS, OR OUTSIDE OF THE ENTRIES. CLEANUP FEES WILL APPLY.**
35. Laundry facilities are available in designated buildings for Resident's use only. *Failure to comply with the regulations and precautions of using the washers/dryers may result in Management's decision to discontinue these services.*
36. Washing Machines: Follow recommended loading instructions for machine, and use a low-sudsing detergent in the proper amount. Wipe off the exterior of the machine after use. Use the proper dispensers for bleach and liquid fabric softener, where applicable. **DO NOT DYE OR TINT CLOTHES IN MACHINES.** Remove pins and other objects from clothing before laundering. Leave the lid open after every use to prevent mold formation. **DO NOT OVERLOAD WASHING MACHINES.** Tenants are responsible for damage due to overloading, and will be charged accordingly.
37. Dryers: **DO NOT OVERLOAD THE DRYER.** It will not dry clothes in a timely manner. Clean the lint screen and wipe off the front and top of the machine after each load. Discard lint in the trash. From time to time, clean lint from the back of the machine and make sure your outside vent is clear of lint and debris.
38. Washer and Dryer Hookups: Residents may install washers and dryers (when they are not provided) where there is a hookup provided in the unit. Management is not responsible for Resident's personal appliances or contents.
39. Refrigerators: If the food in the refrigerator is not at the correct temperature, check the temperature control knob. If too much frost is forming in the freezer, it may be caused by higher than normal humidity, uncovered dishes, frequent opening, or infrequent

defrosting of the freezer. Defrost the freezer regularly; do not use any sharp instruments to chip frost/ice out of the freezer. A fan set in front of the freezer will assist with the defrosting process. Clean the interior of the refrigerator and freezer regularly with a mild detergent and warm water to keep it clean and free of any stains and smells. *Summit Properties, LLC is not liable for any appliance and its contents that is plugged into an electrical outlet in a garage. A Resident's personal appliance is the Resident's sole responsibility.* The refrigerator must be clean, inside and out, and the surrounding walls and floor underneath the refrigerator must be clean at checkout.

40. Ranges/Stoves and Range Hoods: If the heating elements do not heat properly, please submit a maintenance request. Keep your range/stove and oven clean. Burners and heating elements are easily removed for cleaning. Clean the drip pans under coil burners, and replace when necessary. Burner drip pans must be clean and in new/like new condition upon vacancy. Clean all parts of the stove, including the sides, top, and controls, the area underneath the burners, and the drawer, on a regular basis, as well as the area surrounding the stove, including underneath the appliance. Clean the oven regularly, either with the self-cleaning cycle or with a cleaner specially formulated for ovens. The range hood, including the light, light cover, and filters should be cleaned regularly to keep it free of grease.
41. Trash dumpsters are available outside of most multiplexes. **Please place all of your trash INSIDE of the dumpster or in a trash can at the designated trash pickup site.** *If trash is found outside of the dumpster or assigned trash pickup site, Resident(s) may be charged a fee.* Thank you for keeping your home and the surrounding property clean. **Please do not leave more than your normal trash allotment for trash collection. Do not leave large items or appliances as the City will not pick them up.** Please contact Valley City Public Works at 701-845-0380 for additional trash collection information. *If additional charges are incurred, they will be passed on to the Resident(s).*
42. Telephone or Cable Television Jacks: Resident is not permitted to have any additional jacks or outlets installed without written

permission from Summit Properties, LLC.

43. **CAUTION:** Leaving your windows open in cold or freezing weather can cause damage to the water pipes and heat in your unit. Please keep windows closed during the winter months. If the hot water baseboard radiation and water lines are frozen and the damage is caused by the Resident, the Resident will be charged for all related expenses to repair the hot water baseboard radiation and hot water heat lines.
44. Sewer and Water Pipes: **If the sewer system backs up or is stopped due to the Resident's toilet or drain being clogged by any item other than regular toilet paper and waste water, the Resident will be charged for all related expenses to repair the damage.** Resident is asked to clean hair from all drains on a regular basis. **Hair clog removal is the responsibility of the tenant.**
45. Garbage Disposals: Resident is allowed to use this appliance **with the water turned on** for suggested items to be disposed of in the disposal. Noodles, pasta, rice, potato, banana or onion peels, nuts, or any food that expands with liquid or is larger than the size of a quarter shall not be put into the disposal. If Resident has plugged the disposal because of improper usage, the Resident will be charged a fee for the disposal to be cleared and fixed.
46. Inspections: Management will conduct annual inspections. Notice of annual inspections will be posted in each entrance of the apartment building or near/on the mailboxes of townhouse units, at a reasonable time prior to the scheduled date. Notice may also be communicated through email. Summit Properties, LLC will also conduct pest elimination periodically. Notice of Summit Properties, LLC intent to enter the apartment/townhome/house will be posted at a reasonable time prior to the pest elimination being conducted in the same manner as notice of annual inspection. During either the annual inspection or pest elimination, management may also inspect smoke detectors and do any other maintenance work that needs to be done.
47. Parents/guardians are reminded that they are responsible for their children and their children's guests. If a child or child's guest violates any of the rules and regulations of Summit Properties, LLC, it is Summit Properties, LLC's policy to notify the parent/

guardian of the registered child's household of the violation, not the child. If the activity of the child or the child's guest endangers the child, another person or property, Summit Properties, LLC will ask the child to discontinue the activity and attempt to locate the registered child's parent/guardian. The parent/guardian of the registered child's household will be subsequently notified of the conduct.

48. Summit Properties, LLC asks all of its Residents to be conscience of their activities for the safety of all while outdoors. Residents are reminded that outdoor play by children should be under adult supervision.
49. While biking and skateboarding are permitted on the sidewalks of Summit Properties, LLC's properties, pedestrians on the sidewalks at the same time have the right-of-way and bike riders and skateboarders must yield to pedestrians. **Residents may not leave bikes, skateboards or other outdoor equipment laying on the grass or sidewalk.** All outdoor recreational equipment must be properly stored when not in use. Summit Properties, LLC cannot be held responsible for any lost or stolen bicycles, skateboards, or other outdoor equipment. **Trampolines and pools are not allowed in the yards of any multiplex.**
50. Countertops: **Do not put anything hot or burning on countertops.** For example, candle wax, or cookware straight off the stove or out of a hot oven, or anything that will stain or damage the countertop. Resident will be charged to repair or replace countertops that are stained or damaged as the result of Resident misuse. Countertops may be cleaned with a mild cleanser, such as Soft Scrub or scouring powder, to remove stains.
51. Bathtubs, Showers, and Sinks: Clean surfaces on a regular basis using a cleanser appropriate for that particular surface/material.
52. Flooring: Floors of vinyl, ceramic tile, or wood can be washed with warm water and a mild detergent. DO NOT USE wax, gasoline, turpentine, benzene, naphtha, or any other solution on any floor surface, except a detergent indicated for floor cleaning. Carpets should be vacuumed on a regular basis. **Upon vacating the unit/house, Resident is required to have all carpets PROFESSIONALLY steam-cleaned. In addition, if a pet**

**resided in the unit, the carpet must also be pet-treated. The vacating tenant is required to provide a copy of the receipt as proof at the time of checkout. If carpets are not steamed by Resident, the charges plus an administration fee will be added to Resident's account.**

53. Wall Hangings, and Shelves: Pictures, wall hangings, and shelves may be hung with nails, screws, Command strips or hooks, or wall-hanging hardware. **Televisions are not allowed to be mounted on walls. Do not hang strings of lights by using nails or screws; use Command hooks.** Holes must be filled at the time of vacancy. DO NOT touch up paint unless arrangements have been made with management. Note that there will be charges applied for filling holes and touching up paint upon moveout.
54. Light Bulbs: Light bulbs are provided in all light fixtures in the unit at check-in. **Resident is responsible to replace lights bulbs during occupancy. All light bulbs must be replaced with new bulbs prior to checkout.** Do not exceed recommended bulb wattage for the fixtures when replacing bulbs.
55. Garage: If Resident has a garage, the same regulations apply for the walls, floors, and doors. Keep all surfaces clean and fill all holes and replace light bulbs upon vacancy. The garage floor shall be kept clean. **Resident is responsible for removal of ice and snow in front of their garage doors and driveways.** Summit Properties, LLC is not responsible for any power tools, appliances, or appliance contents owned by the Resident.
56. Electrical System: A circuit breaker panel controls all of the electrical outlets for your unit. If an appliance, lamp or computer does not turn on, follow these steps: Unplug the appliance, lamp or computer. Inspect the circuit breaker panel/box to ensure that all switches are in the ON position. If you find a switch that is not in the ON position, turn it off and back to the ON position. Reconnect the appliance, lamp, or computer, and turn it on. If this doesn't work and you suspect an electrical problem, please submit a maintenance request.

## Valley City Contact Information

<b>Abused Persons Outreach Center</b>	701.845.0078
<b>Barnes County Housing Authority</b>	701.845.2600
<b>Barnes County Sheriff's Department</b>	701.845.8530
<b>Barnes County Social Services</b>	701.845.8521
<b>BEK Communications</b> <i>phone, internet, television</i>	
	bektel.com 888.475.2361
<b>Cable Services, Inc.</b> <i>internet, television</i> csicable.net	701.845.4383
<b>Centurylink</b> <i>phone, internet</i>	888.662.9969
<b>City Hall</b>	701.845.1700
<b>City of Valley City website</b>	valleycity.us
<b>Montana-Dakota Utilities</b> montana-dakota.com	701.662.4999
<b>Valley City Chamber of Commerce</b> website: valleycitynd.org	
<b>Valley City Fire Department</b>	701.845.3351
<b>Valley City Police Department</b>	701.845.3110
<b>Valley City Post Office</b>	701.845.9723
<b>Valley City Public Works</b>	701.845.0380

### CARPET CLEANING SERVICES

<b>K &amp; S Carpet Cleaning &amp; Restoration</b>	701.845.5188
<b>ServiceMaster</b>	701.845.4959

## FRIENDLY REMINDERS

- **Rent is due on the 1st of each month.**
- Please make sure that the unit is satisfactory to you before you sign the check-in report.
- All utilities must be put into Resident's name prior to check-in and proof provided to Summit Properties, LLC *where applicable*.
- **A written 60-day Notice to Vacate is required before moving out of any of Summit Properties LLC's rental units.** Forms may be obtained from the office of Summit Properties, LLC, or downloaded from the tenant's personal rental account or [www.vcrentals.net](http://www.vcrentals.net). **The Notice to Vacate is due on or before the last day of the month.** *Moving without proper notice may result in your account being turned over to the legal system, which can affect your credit and your ability to obtain other housing or assistance.*
- **SMOKING IS STRICTLY PROHIBITED IN ALL PROPERTIES OWNED BY SUMMIT PROPERTIES, LLC.**
- Maintenance requests may be submitted by calling Summit Properties, LLC's maintenance line at 701.845.6876, extension #2, or online at [www.vcrentals.net](http://www.vcrentals.net).
- Please provide your current phone number to Summit Properties, LLC's office so that we may contact you in the event of an emergency or for regular business.
- **Any violation of what is written in the handbook or lease may lead to an eviction.**
- It is your responsibility to read your lease and this handbook to fully understand your rights, regulations and responsibilities as a Resident, as well as our responsibilities to you as management.
- Report any illegal or suspicious activities, loud parties, etc. to management, and to the local police when applicable.
- You are responsible to keep your home, and the surrounding property safe and clean, and to report any damages or maintenance issues to management.